



# **CALA welcomes you to a CALA Workshop or Certification Course Training Event**



## **The training is delivered through ZOOM**

CALA is excited to offer ZOOM workshops and certification training events. ZOOM training allows us to reach participants from around the world.

CALA continues to develop workshops on relevant topics and instructor development. CALA is interested in hearing from you about the ZOOM CALA training (workshops and/or certifications, you are interested in.

This document contains 2 sections

### **1. Page 2**

Instructions: How to SIGNUP for ZOOM (free application). You can use ZOOM on your computer, tablet and phone.

### **2. Page 13**

Instructions: How to JOIN and participate in a CALA training event.

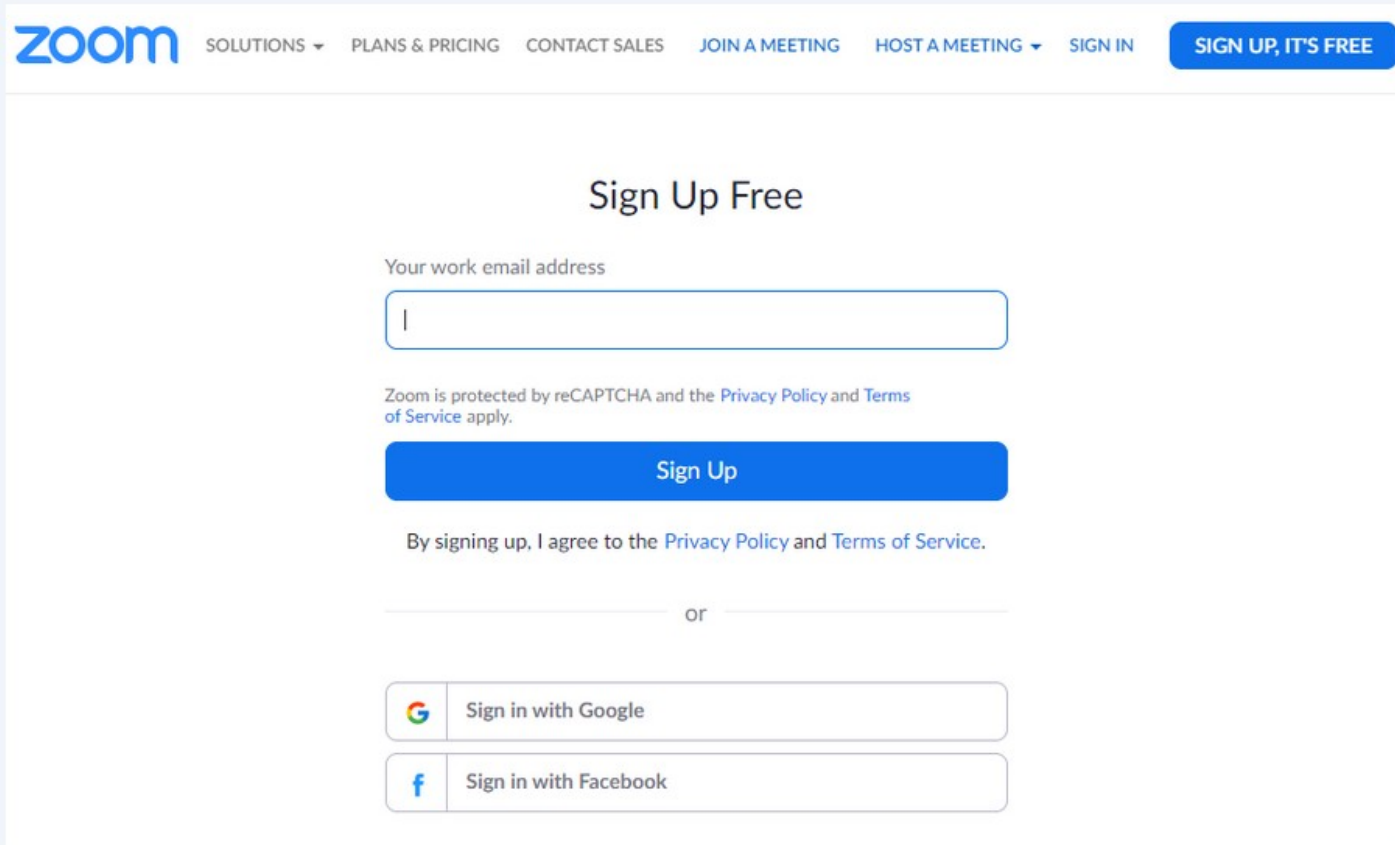
# How To Sign Up With Zoom

1

Direct your browser to zoom.us

At the top of the screen, click on SIGN UP IT'S FREE

Begin the sign-up process by entering your email address

A screenshot of the Zoom website's sign-up page. The page has a white background with a blue border. At the top, there is a navigation bar with the Zoom logo on the left and several links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A prominent blue button labeled "SIGN UP, IT'S FREE" is on the right. Below the navigation bar, the heading "Sign Up Free" is centered. Underneath, there is a text input field for "Your work email address" with a single character "l" inside. Below the input field, a small line of text states: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." A large blue "Sign Up" button is centered below this text. Under the button, it says "By signing up, I agree to the Privacy Policy and Terms of Service." Below this, there is a horizontal line with the word "or" in the center. At the bottom, there are two buttons for social login: "Sign in with Google" (with the Google logo) and "Sign in with Facebook" (with the Facebook logo).

2

You will see this next



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE



We've sent an email to **Your email address**  
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

3

Go to your email

Open the message from Zoom

Click on Activate Account

Zoom <no-reply@zoom.us>  
to me ▾

7:34 AM (1 minute ago)



Hello dave@rizomatik.net,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

**Activate Account**

Or paste this link into your browser:

<https://zoom.us/activate?code=yP3r172izfLr0LEqsNRF1e5n5D5vJxEOrwxiKmKDI AFxIOwFXQAnJQASZGF2ZUByaXpwbWF0aWsubmV0AQBkAAAWMGliQ0hwUC: zdGijVDkxdwAAAAAAAAAAAA&fr=signup>

Questions? Please visit our [Support Center](#).

Happy Zooming!

4

You will be sent back to your browser to complete the sign-up process - Remember, it is free  
Fill in all the fields and click Continue

The screenshot shows the Zoom website's sign-up process. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN are in the center. A blue button labeled 'SIGN UP, IT'S FREE' is on the right. Below the navigation bar, a progress indicator shows three steps: 1 Account Info (active), 2 Invite Colleagues, and 3 Test Meeting. The main content area is titled 'Welcome to Zoom' and contains a message: 'Hi, dave@rizomatik.net. Your account has been successfully created. Please list your name and create a password to continue.' Below this message are four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. At the bottom of the form is an orange 'Continue' button. A line of text below the input fields reads: 'By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).'

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting

## Welcome to Zoom

Hi, dave@rizomatik.net. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password


Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

5

When you see this, click Skip this step

zoom SOLUTIONS ▾ PLANS & PRICING SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

Invite Your Colleagues


Invite your colleagues to create their own free Zoom account today!  
[Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

☐ I'm not a robot   
reCAPTCHA  
[Privacy](#) • [Terms](#)

Invite

Skip this step

6

Click Start Meeting Now or HOST A MEETING

zoom

SOLUTIONS ▾

PLANS & PRICING

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



1 Account Info ----

2 Invite Colleagues ----

3 Test Meeting

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/j/6984903847>

Start Meeting Now

Go to My Account

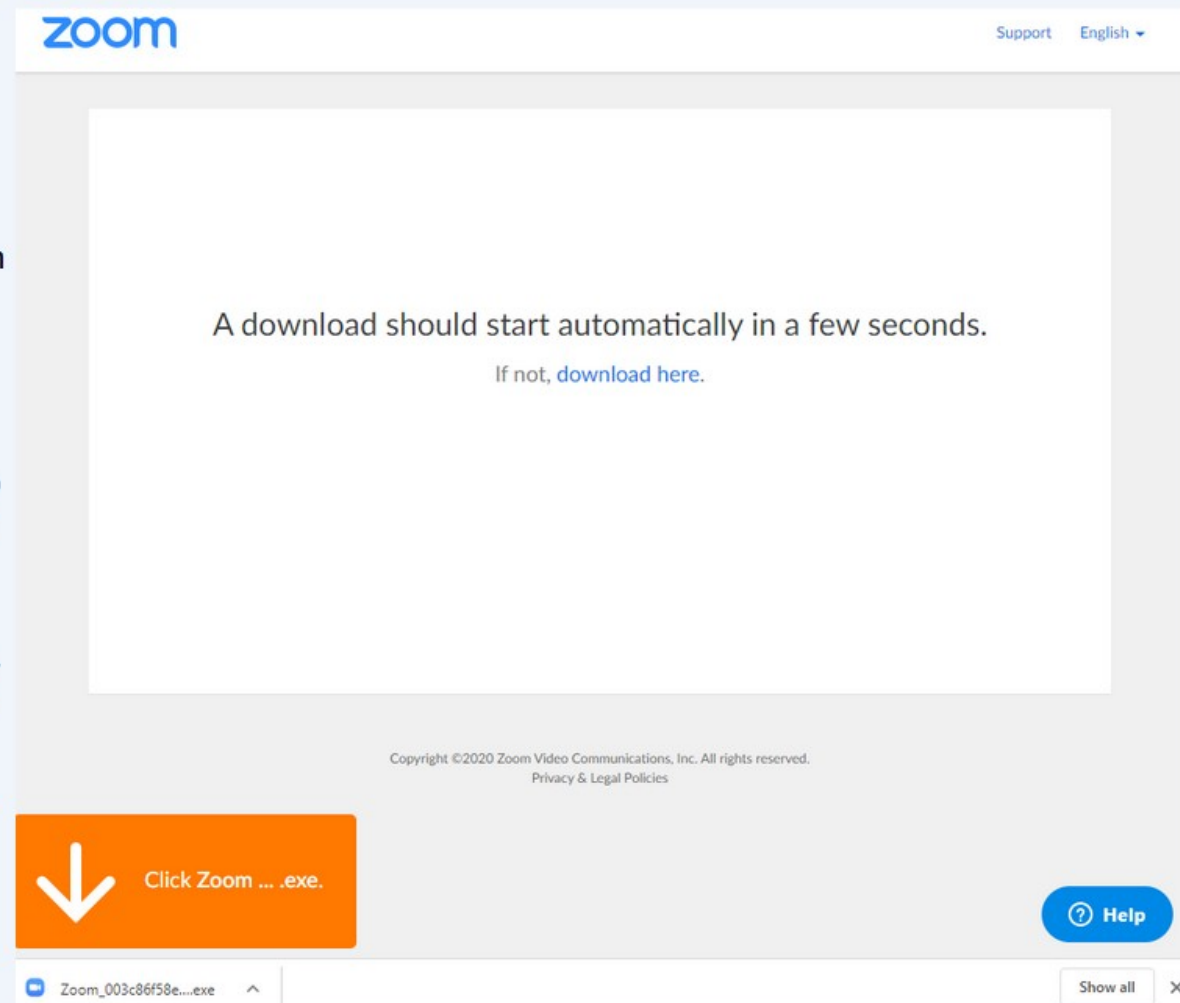


# 7

The download of the Zoom app/program to your computer will start

When the download is complete, follow the process you usually use to install a new app/program on your computer

The Zoom app has to be installed on your computer before you can participate in meetings



# 8

The test meeting you have created as host will pop up on your screen

Join the meeting you have created with both Audio and Video

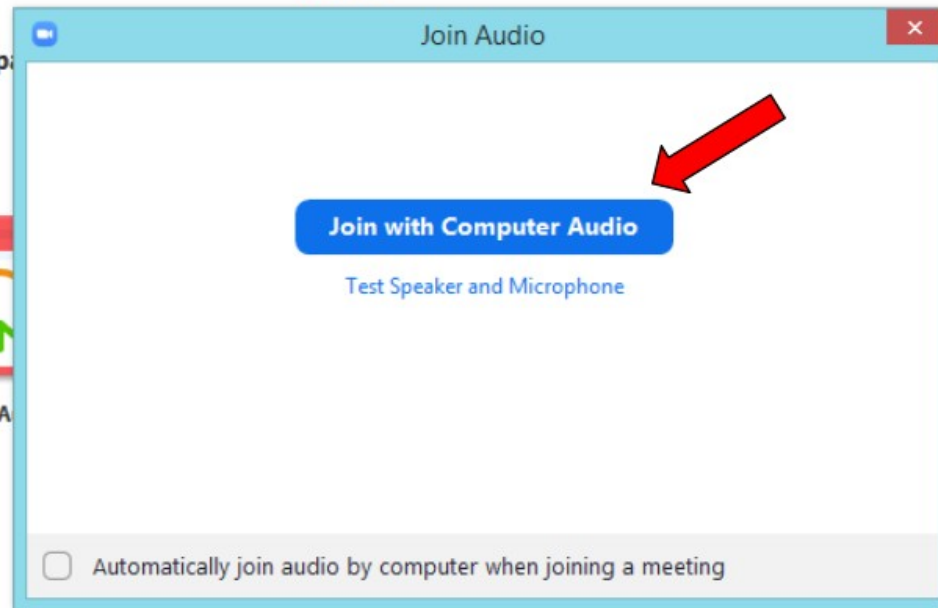
**Meeting Topic:** David W. Barr's Personal Meeting Room  
**Host:** David W. Barr  
**Invitation URL:** <https://zoom.us/j/6984903847>

[Copy URL](#)

Participants



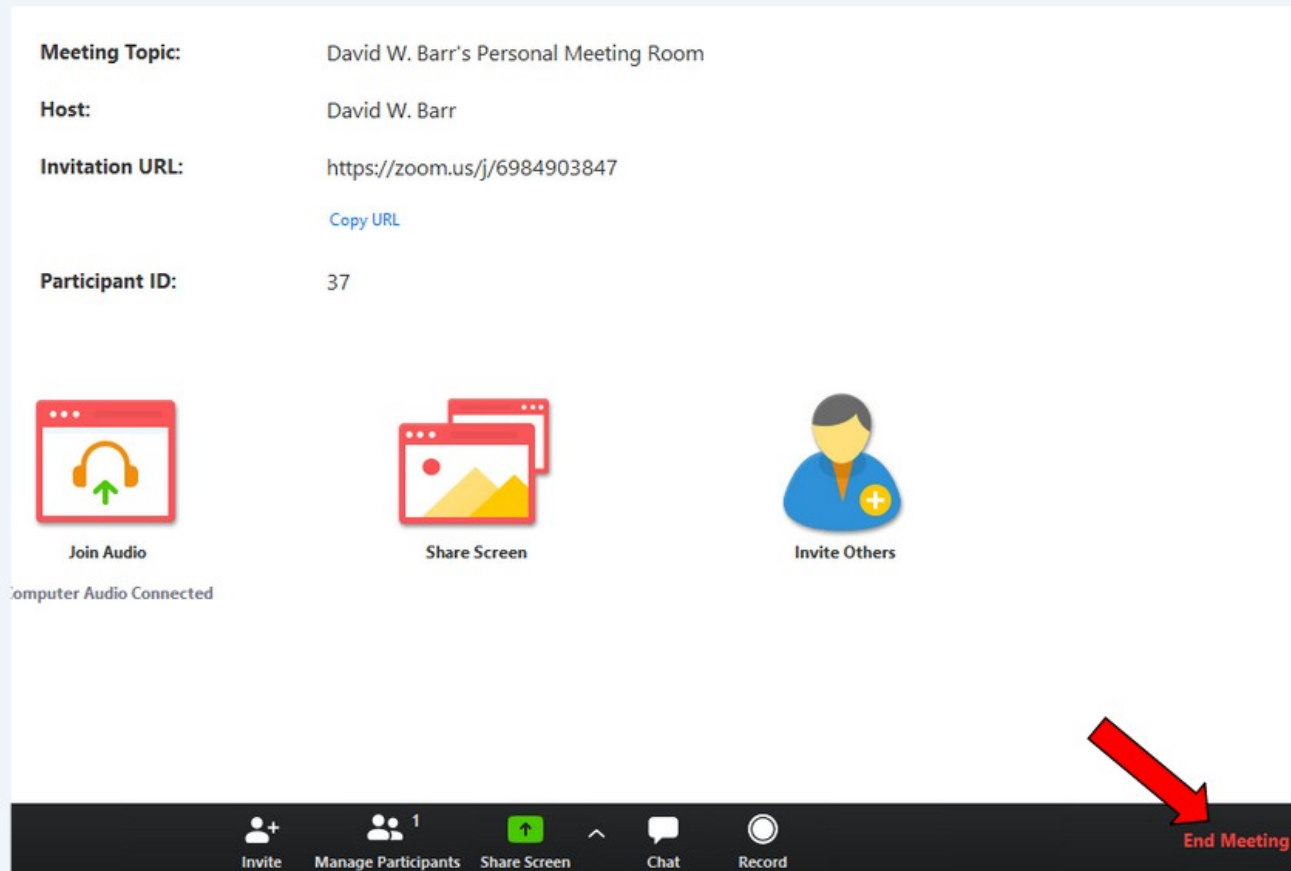
Join A



Others

9

This exercise was only necessary to provide you with a Zoom account and install the Zoom app  
You are not actually going to host a meeting, so click on End Meeting



# 10

OK. Now you have completed all the necessary steps to prepare for participating in a Zoom meeting

You can now go back to any other work you are doing on your computer

Just wait for an email sent by the host of a meeting you have agreed to attend

What to do after you receive that email is the subject of the next set of instructions

# **Participating in a Zoom meeting**

1

Participation in a Zoom meeting begins with receipt of an invitation from the meeting host

Open the email. It should look something like this

The screenshot shows an email titled "Zoom meeting recording invitation" with a sub-header "Inbox x". The sender is "David Wallace Barr" with a profile picture and email address "dwbarr1@gmail.com". The email body states: "David W. Barr is inviting you to a scheduled Zoom meeting." Below this, the topic is "My Meeting to record steps" and the time is "Mar 28, 2020 02:30 PM Eastern Time (US and Canada)". A "Join Zoom Meeting" section contains a blue hyperlink: "https://zoom.us/j/454718941". Below the link is the "Meeting ID: 454 718 941". At the bottom is a signature for "Dave Barr" with the phone number "416-576-3114" and a logo featuring a green plant growing from an open book. Red arrows point from text labels to specific parts of the email: "Email subject line" points to the title; "This is your host" points to the sender's name; "Title of the meeting" points to the topic; "Scheduled time for meeting" points to the time; and "Clickable link used to join meeting" points to the Zoom URL.

**Zoom meeting recording invitation** Inbox x

**David Wallace Barr** dwbarr1@gmail.com  
to me ▼

David W. Barr is inviting you to a scheduled Zoom meeting.

Topic: My Meeting to record steps

Time: Mar 28, 2020 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/454718941>

Meeting ID: 454 718 941

**Dave Barr**  
416-576-3114

## 2

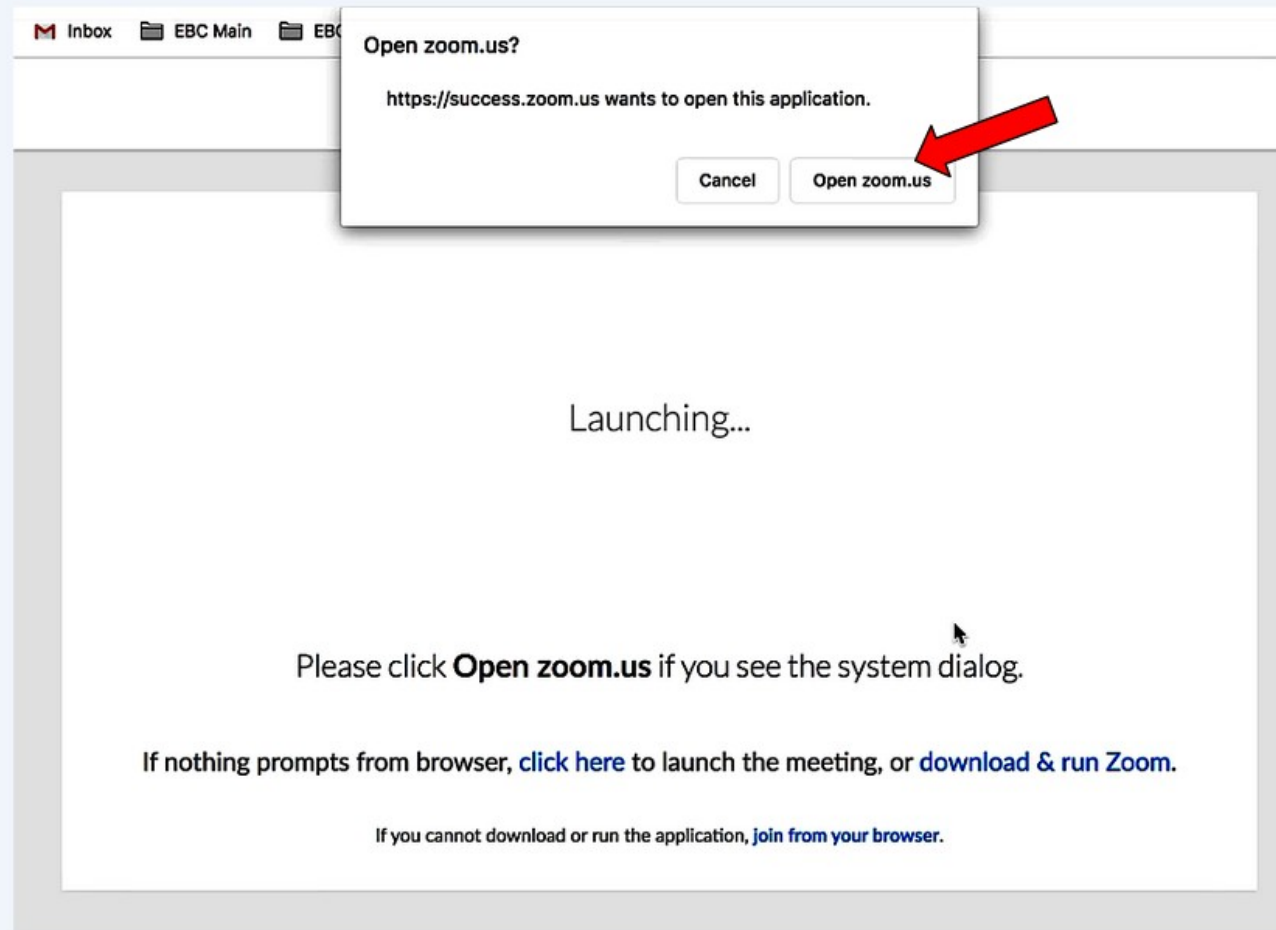
You may receive this email any time before the meeting is scheduled to start

After reading the email, you simply wait until the meeting is about to begin

When you are ready to join in on the meeting, click the Join Zoom Meeting link in the email

3

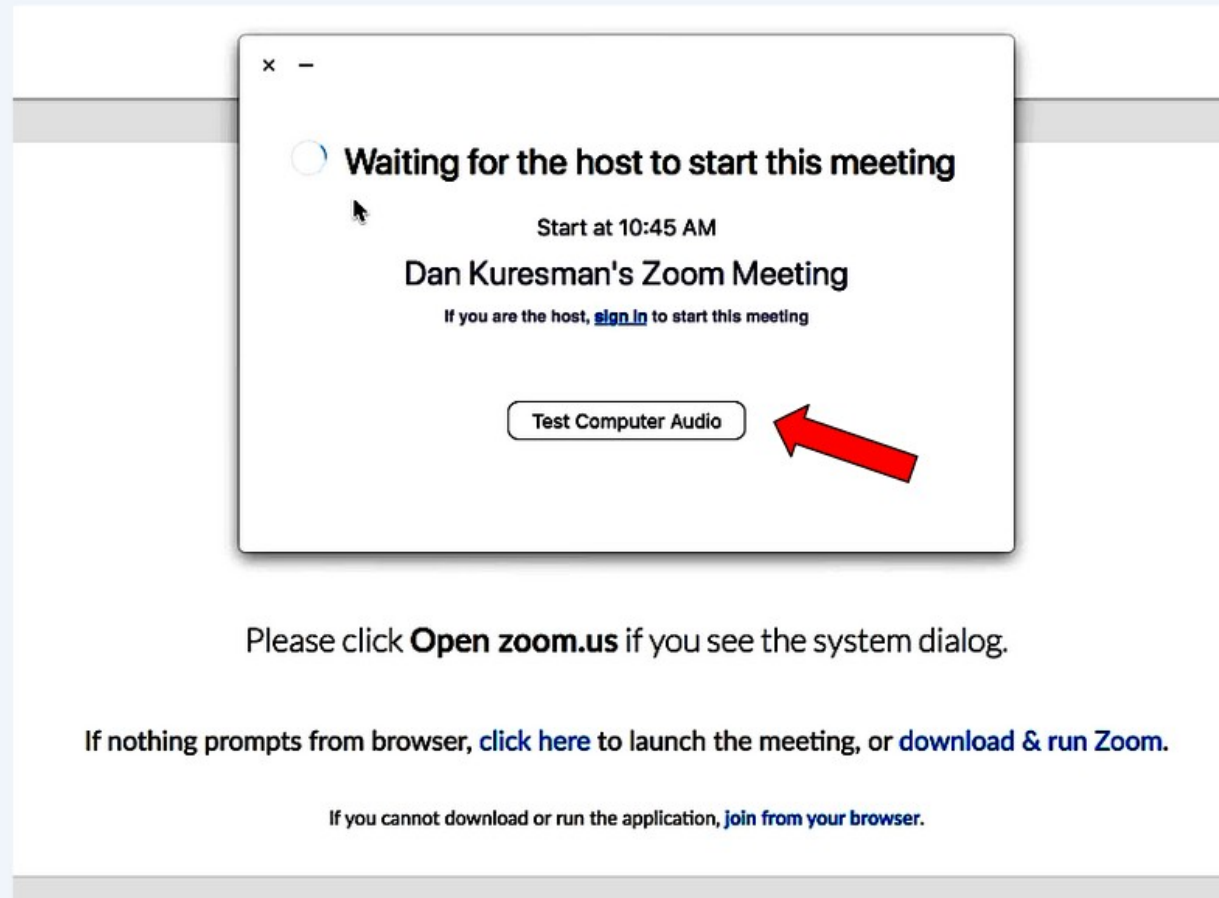
After clicking the link in your email you should see this. Click on Open zoom.us





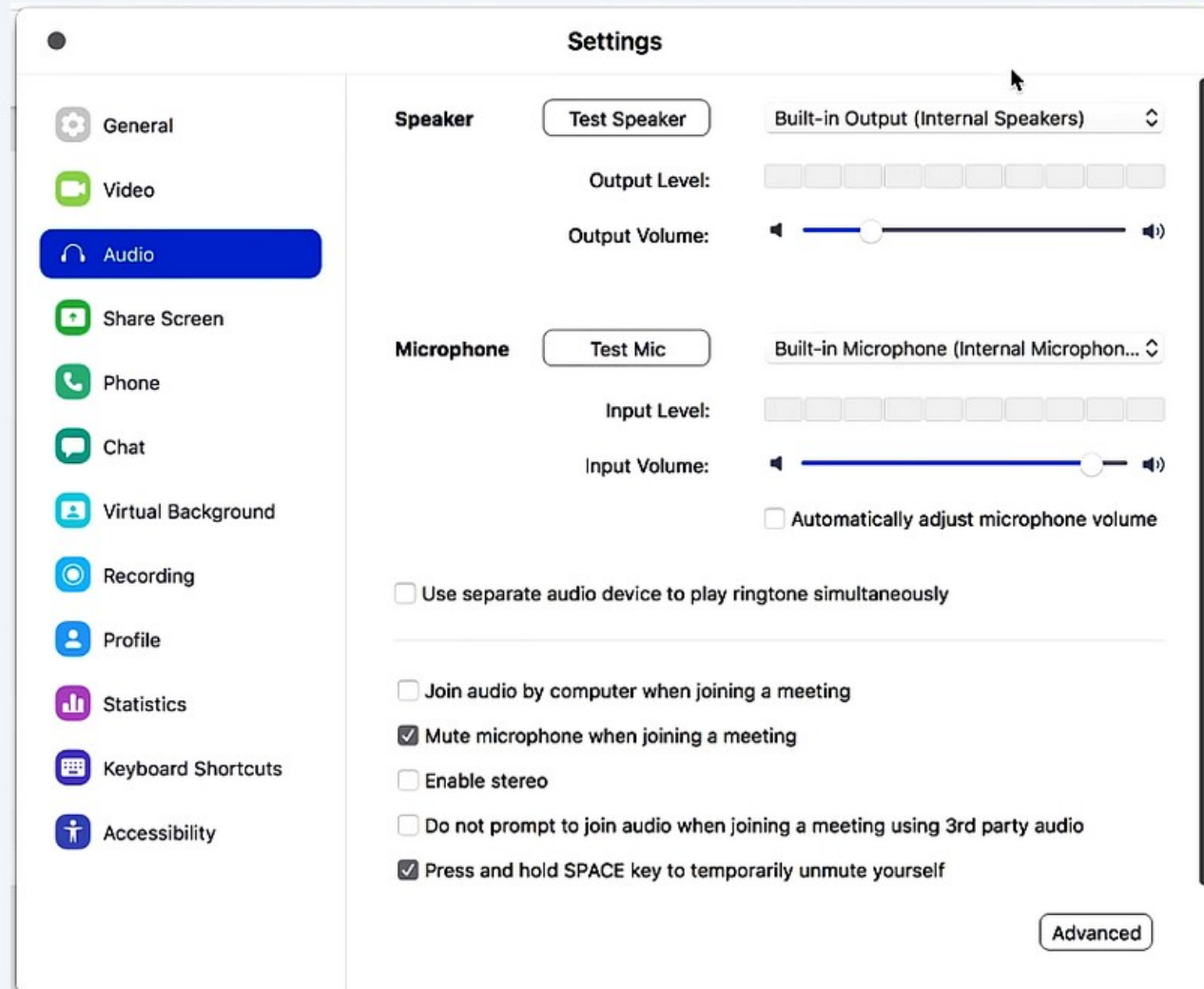
4

If the meeting hasn't started when you join, the system will just tell you to wait  
While waiting, it's a good idea to test your computer's audio system  
Please use ear buds or ear phones in the meeting. If not you may create very annoying feedback noises



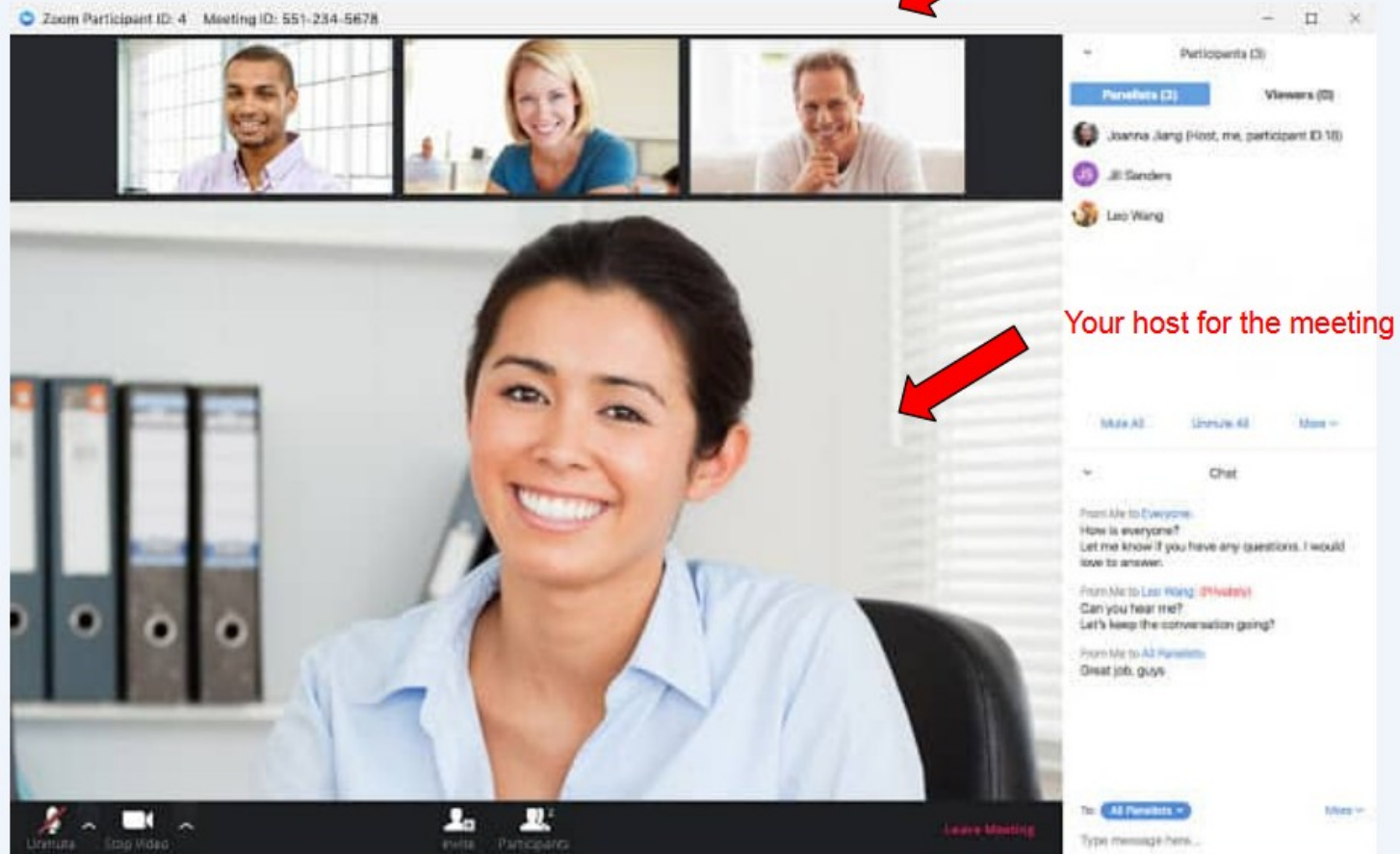
5

The audio testing screen is largely self-explanatory



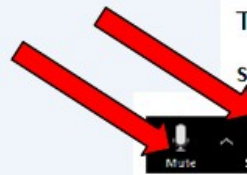
6

When the meeting starts, it will look something like this

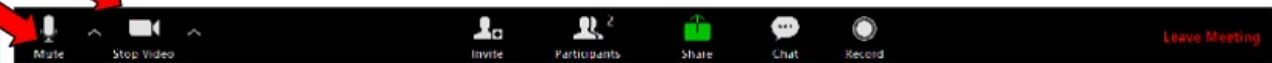


# 7

Some of the controls available to you as meeting participant



The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

**Mute / Unmute:** Mute and unmute your microphone.

**Audio Controls** (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

**Tip:** Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

**Start Video / Stop Video:** Turns your camera on or off.

**Video Controls** (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

8

You can sign off and exit from meeting at any time  
by clicking on Leave Meeting



9

If you would like to view an explanatory video for the Zoom meeting process, try this:



How to join a Zoom meeting:

[https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)

**Here at CALA we're looking forward to seeing  
you soon at a training session using Zoom**